

**COUNTY OF LOS ANGELES - DEPARTMENT OF MENTAL HEALTH
COUNTYWIDE HOUSING, EMPLOYMENT AND EDUCATION
RESOURCE DEVELOPMENT**

**VACANCY ANNOUNCEMENT
THIS IS NOT AN OFFICIAL EXAMINATION**

SECRETARY III

The Countywide Housing, Employment and Education Resource Development (CHEERD) division has an opening for a Secretary III to provide secretarial support for the Manager who oversees the Federal Housing Subsidies Unit.

ESSENTIAL DUTIES:

- Answer the phone and provide resources and linkage to callers that do not require the attention of the Program Manager
- Provide back-up phone secretarial coverage for other CHEERD managers as needed
- File, fax and scan documents
- Schedule appointments/meetings and reserve conference rooms
- Send "Save the Date" notifications and meeting agendas
- Prepare sign-in sheets and materials for meetings and facilitate attendees signing-in
- Take meeting minutes
- Maintain filing system for contracts
- Retrieve client information from the Integrated System
- Request quarterly reports from case managers and enter information into various databases and integrate data into reports
- Maintain contact lists

DESIRABLE QUALIFICATIONS:

- Excellent interpersonal skills
- Extensive computer knowledge and skills with Word, Outlook and Excel
- Strong organizational skills and attention to detail
- Ability to prioritize and to adjust priorities as needed
- Flexibility and the willingness to alter planned work flow as needed
- Ability to multi-task throughout the day and to work with interruptions
- Effective communication skills, both verbally and in writing
- Ability to work as a member of an interdisciplinary team and to collaborate with other DMH staff
- Commitment to improving the quality of work processes

Interested individuals who currently hold the payroll title of Secretary III are encouraged to e-mail or FAX their resume, last two (2) Performance Evaluations and last two (2) years of master time records by February 7, 2014 to:

**Tracye Turner
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FAX: (213) 637-2336
AN EQUAL OPPORTUNITY EMPLOYER**